

	Homeless Data Entry		
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Description	If a student is marked homeless at any point during the school year, the homeless checkbox and the living status must remain checked through the remainder of the school year regardless of whether or not his/her status changes. Access to this data should only be given to the appropriate staff, consider CONFIDENTIAL .		
Data Standard Reg sites, data use, etc.	Title X, Part C McKinney-Vento Homeless Education Program		
How is data used	This data is reported to the federal government annually and is used for funding allocations, if applicable.		
Noted Changes for current year	NEW: Unaccompanied Youth field NEW: Guidance on FRAM for homeless students transferring from district to district		
Available Ad-Hoc & Reports	State Published Ad-Hoc Filters <i>student Homeless marked w/o living status marked (use for data cleanup)</i> <i>student Homeless students w/o homeless marked (use for data cleanup)</i> <i>student Homeless Count End of Year Reporting (use for end of year reporting)</i>		
Available Training	2015-16 End of Year Homeless Education Video / PowerPoint Presentation		
1A	Homeless Data Entry		
Campus Path:	Student Information General Enrollment tab State Reporting Fields		

Step 1: Homeless Data Entry

The screenshot shows a web form titled "State Reporting Fields". It contains several sections with checkboxes and dropdown menus. The "Homeless" checkbox is checked. Other visible options include "Migrant", "Immigrant", "Out Of State", "Program 504", "Refugee", "Extra Year in Primary", "Living Status" (with a dropdown menu), "Unaccompanied Youth" (with a dropdown menu), "State Exclude", and "Perkins Only".

Homeless: Select indicator if student lacks a fixed, regular, and adequate nighttime residence. [USDE Homeless Non-Regulatory Guidance](#) defines a student as a homeless child or youth if sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; children and youths who have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above. The term ‘unaccompanied youth’ includes a youth not in the physical custody of a parent or guardian.

NOTE: Children who are placed in HHS (Health and Human Services) shelters would not be eligible for homeless services, but children who are released to live with a sponsor may be eligible on a case-by-case basis under the law’s broad definition, which includes youth who are living with family members in “doubled-up” housing, i.e.,

sharing the housing of other persons due to economic hardship or a similar reason. School districts should refer children they believe may qualify to the district's local liaison for further consideration and a determination of homeless services eligibility.

Living Status: Select the Living Status of the student at the time the student is identified as homeless

01: Emergency Runaway Shelter

02: Motels/Hotels

03: Public/Private Nighttime Shelter

04: Special Care Facilities

05: Spouse Abuse Center

06: Uninhabitable Places (Example: Buses, Cars, Old Buildings, Campgrounds, etc.)

07: Friends or Relatives

08: Awaiting Foster Care Placement

"Foster care" means the provision of temporary twenty-four (24) hour care for a child for a planned period of time when the child is: (a) Removed from his parents or person exercising custodial control or supervision and subsequently placed in the custody of the cabinet; and (b) Placed in a foster home or private child-caring facility or child-placing agency but remains under the supervision of the cabinet.

Ky. Rev. Stat. Ann. § 620.020

NOTE: This is a required field if Homeless indicator selected.

NEW: Unaccompanied Youth: Select Yes or No at the time the student is identified as homeless. The term 'unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

NOTE: This is a required field if Homeless indicator selected.

Important reminders regarding homeless data collection and reporting:

- Once a student is identified as homeless, the student's homeless indicator, living status and unaccompanied youth status should remain selected in the student's record for the remainder of the academic year, regardless if his/her status changes. This includes students placed in a facility or group home enrollment subsequent to the identification of homeless in the current academic year.
- Homeless student residing out of state:
 - The district in which a student is identified as homeless is considered the district of origin.
 - If a student moves out of state to a shelter or other temporary housing, the district of origin must still provide services to the student if it is in his/her best interest.
 - The 'Homeless' designation will override where the child temporarily resides for funding purposes; therefore, the student should NOT be placed in the Non-Contract Out of State Attendance Group and the district of origin will continue to receive the ADA funding for the student.

Transfer of Student Records with Homeless data elements:

- If a student transfers *school to school* in the same district within the same academic year, the homeless indicator, living status and unaccompanied youth status must be manually entered in the new enrollment. This will require the Homeless Coordinator to review student's enrollments on a regular basis to ensure that if a student has moved that all subsequent enrollments in the district include homeless data.
- If a student transfers *district to district*, the receiving school must first request the student records from the releasing school. Upon release of the student records, the person importing the records at the

receiving school must run the **KY State Reporting Import Wizard** which will populate the homeless indicator, living status and unaccompanied youth status from the releasing district's database to the receiving district's database.

- **NEW:** If a student transfers district to district within the same academic year, the FRAM record does not transfer with the student record; therefore, the Homeless Coordinator should work with School Food Service Director to create a new FRAM record. (See [FRAM data standard](#)). Students deemed as homeless must have a corresponding FRAM record with Eligibility of Free Lunch Status.

Verification of homeless data collection and reporting - KDE recommends that the Homeless Coordinator or designee(s) run the following reports and clean up this data on a monthly basis:

- Run the state published ad hoc labeled *student Homeless marked w/o living status marked* (this will give you a list of students with homeless selected but no living status selected).
 - If student on report has been previously identified as homeless within the academic year, the student's previously identified living status should be selected on the current enrollment.
 - If the student was not identified as homeless in the current academic year, the homeless indicator should be deselected on the student's current enrollment.
- Run the state published ad hoc labeled *student Homeless students w/o homeless marked* (this will give you a list of students with a living status selected but the homeless indicator is not selected).
 - If student on report has been previously identified as homeless within the academic year, the student's homeless indicator should be selected on the current enrollment.
 - If the student was not identified as homeless in the current academic year, the living status should be deleted on the student's current enrollment.

End of Year Reporting for Homeless Data:

- The district homeless coordinator should run the above verification reports to ensure no errors in data are found within your district
- By June 30th of the current school year, run the *student Homeless Count End of Year Reporting* from the state published ad-hoc filters. This report will give you a list of students in your district that have the homeless indicator selected and a living status selected; this is reported to the federal government annually.
- **Homeless data will be pulled annually at KDE on July 1st from the IC reporting warehouse.**
- The homeless data does not roll over into the next school year. At the beginning of the school year, the homeless coordinator should evaluate the homeless status of all students listed on the prior year's *Homeless Count End of Year Report*. The student's new year enrollment record must be updated to reflect identification of homeless, if applicable.